Virgil Grissom Elementary School

Teacher Handbook 2002/03

PeaceBuilders Promise

I am a PeaceBuilder. I promise...
To praise people,
To give up put-downs,
To seek wise people,
To notice and speak up about hurts I have caused,
and To right wrongs.
I promise to build peace
at Virgil Grissom Elementary,
at home and in my community each day.

North Scott Community School District

VIRGIL GRISSOM ELEMENTARY STAFF 2002-2003

Principal, James L. Pfaff

Secretary, Kathy Schultz--Office Aide, Diane Rebman

KINDERGARTEN	TEACHER	GRADE	TEACHER	GRADE
Katie Koester	Bea Miller	1	Chevelle Abel	4
Nancy Billups	Jen Walcher	1/Reading	C. Christopher	5
	Jeri Luedke	2	Kathy Stevens	5
	Lenora Buckley	3/Reading	Dawn Rheingans	6
	Amanda Royster	3	Lea Rains	6
	Josh Hetrick	4		

RESOURCE PROGRAMS (K-6)

Jennifer Walcher. . .Reading Recovery
Amy Schneaberger. . .Learning Disabilities
Bonnie Billups. . .Resource Teacher Aide
Diane Rebman. . .Resource Teacher Aide
Kerry Suiter. . .Resource Teacher Aide

FINE ARTS

Brent Buttjer. . .Physical Education
Karen Schurr. . .Music
Becky Stamer. . .Art

MEDIA CENTER SERVICES (K-6)

Amy Lamfers. . .Media Specialist/Talented and Gifted Program
Bev Mausser. . .Library Aide

GUIDANCE

Laurie Brasche. . .Counselor

HEALTH SERVICES

Kandice Slater. . .Nurse

MISSISSIPPI BEND AEA SUPPORT STAFF

Mary Anne Oliger. . .Speech Pathologist
Mike Walters. . .Psychologist
Christine Oswald. . .Special Education Consultant
Sue Woltz...AEA Consultant on Call

BUILDING AND GROUNDS

Jerry Kruse. . .Head Custodian
Carol Rathjen. . .Evening Custodian

2002-2003
SCHOOL CALENDAR
NORTH SCOTT COMMUNITY SCHOOL DISTRICT

	M	T	W	T	F
July	1	2	3	(4)	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
August				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
September	(2)	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				
October		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
November					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	(28)	(29)
December	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	(23) (30)	(24) (31)	(25)	(26)	(27)
January			(1)	(2)	(3)
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
February	3	4	5	6	7
	10	11	12	13	14
	(17)	18	19	20	21
	24	25	26	27	28
March	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	(24) (31)	(25)	(26)	(27)	(28)
April		1	2	3	4
	7	8	9	10	11
	14	15	16	17	(18)
	21	22	23	24	25
	28	29	30		
May				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	(26)	27	28	29	30
June	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

July 1.....Fiscal Year Begins
July 4.....Holiday
July 29-August 21.....Band Instruction, Staff Development
August 5-9.....Registration
August 16.....New Teacher Orientation
August 19-21.....Teacher Inservice
August 22.....First Day of School
September 2.....No School K-12, Labor Day
September 18.....2 hr. Late Start, K-12
September 27.....Teacher Inservice
October 2.....2 hr. Late Start, K-12
October 25.....End of 1st Quarter (45 days)
October 28.....No School K-12, Teacher Inservice
October 29.....2nd Quarter Begins
November 8.....No School K-12, Conference Comp Day
November 27.....1 hr. Early Dismissal, K-12
November 28-29.....No School K-12, Thanksgiving Vacation
December 4.....2 hr. Late Start, K-12
December 23-January 3.....No School K-12, Winter Vacation
January 6.....School Resumes
January 15.....End of 2nd Quarter (45 days)
January 16.....3rd Quarter Begins
January 20.....No School K-12, Inservice Day
February 5.....2 hr. Late Start, K-12
February 17.....No School K-12, Winter Break Day
March 5.....2 hr. Late Start, K-12
March 21.....End of 3rd Quarter (45 days)
March 24-March 28.....No School K-12, Spring Vacation
March 31.....No School K-12, Inservice Day
April 1.....4th Quarter Begins
April 18.....Spring Vacation Day
April 21.....No School K-12, Conference Comp. Day
May 7.....2 hr. Late Start, K-12
May 26.....No School K-12, Memorial Day Vacation
June 4.....Last Day of 4th Quarter (45 days) 1 hr. Early Dismissal K-12
June 5.....Inservice Day
June 5, 6, 9.....Make-up Days
June 16-June 27.....Summer School (May vary due to make-up days)

The dates in circles are Holiday and Vacation periods.
The dates underlined represent inservice days.

EARLY DISMISSALS:

November 27	K-12	(1 Hr)	June 4	K-12	(1 Hr)

LATE STARTS:

September 18	K-12	(2 Hr)	February 5	K-12	(2 Hr)
October 2	K-12	(2 Hr)	March 5	K-12	(2 Hr)
December 4	K-12	(2 Hr)	May 7	K-12	(2 Hr)

2002-2003
Virgil Grissom Elementary

8/22 Day 1
8/23 Day 2

8/26 Day 3
8/27 Day 4
8/28 Day 1
8/29 Day 2
8/30 Day 3

9/2 Labor Day
9/3 Day 4
9/4 Day 1
9/5 Day 2
9/6 Day 3

9/9 Day 4
9/10 Day 1
9/11 Day 2
9/12 Day 3
9/13 Day 4

9/16 Day 1
9/17 Day 2
9/18 Day 3
9/19 Day 4
9/20 Day 1

9/23 Day 2
9/24 Day 3
9/25 Day 4
9/26 Day 1
9/27 Inservice

9/30 Day 2
10/1 Day 3
10/2 Day 4
10/3 Day 1
10/4 Day 2

10/7 Day 3
10/8 Day 4
10/9 Day 1
10/10 Day 2
10/11 Day 3

10/14 Day 4
10/15 Day 1
10/16 Day 2
10/17 Day 3
10/18 Day 4

10/21 Day 1
10/22 Day 2
10/23 Day 3
10/24 Day 4
10/25 Day 1 -- 45

10/28 Inservice
10/29 Day 2
10/30 Day 3
10/31 Day 4
11/1 Day 1

11/4 Day 2
11/5 Day 3
11/6 Day 4
11/7 Day 1
11/8 Conf. Comp

11/11 Day 2
11/12 Day 3
11/13 Day 4
11/14 Day 1
11/15 Day 2

11/18 Day 3
11/19 Day 4
11/20 Day 1
11/21 Day 2
11/22 Day 3

11/25 Day 4
11/26 Day 1
11/27 Day 2
Thanksgiving Break

12/2 Day 3
12/3 Day 4
12/4 Day 1
12/5 Day 2
12/6 Day 3

12/9 Day 4
12/10 Day 1
12/11 Day 2
12/12 Day 3
12/13 Day 4

12/16 Day 1
12/17 Day 2
12/18 Day 3
12/19 Day 4
12/20 Day 1
Christmas Break

1/6 Day 2
1/7 Day 3
1/8 Day 4
1/9 Day 1
1/10 Day 2

1/13 Day 3
1/14 Day 4
1/15 Day 1 - - 45
1/16 Day 2
1/17 Day 3

1/20 Inservice
1/21 Day 4
1/22 Day 1
1/23 Day 2
1/24 Day 3

1/27 Day 4
1/28 Day 1
1/29 Day 2
1/30 Day 3
1/31 Day 4

2/3 Day 1
2/4 Day 2
2/5 Day 3
2/6 Day 4
2/7 Day 1

2/10 Day 2
2/11 Day 3
2/12 Day 4
2/13 Day 1
2/14 Day 2

2/17 Winter Break
2/18 Day 3
2/19 Day 4
2/20 Day 1
2/21 Day 2

2/24 Day 3
2/25 Day 4
2/26 Day 1
2/27 Day 2
2/28 Day 3

3/3 Day 4
3/4 Day 1
3/5 Day 2
3/6 Day 3
3/7 Day 4

3/10 Day 1
3/11 Day 2
3/12 Day 3
3/13 Day 4
3/14 Day 1

3/17 Day 2
3/18 Day 3
3/19 Day 4
3/20 Day 1
3/21 Day 2 - - 45
Spring Break
3/31 Inservice
4/1 Day 3
4/2 Day 4

4/3 Day 1
4/4 Day 2

4/7 Day 3
4/8 Day 4
4/9 Day 1
4/10 Day 2
4/11 Day 3

4/14 Day 4
4/15 Day 1
4/16 Day 2
4/17 Day 3
4/18 Spring Break Day

4/21 Conf. Comp
4/22 Day 4
4/23 Day 1
4/24 Day 2
4/25 Day 3

4/28 Day 4
4/29 Day 1
4/30 Day 2
5/1 Day 3
5/2 Day 4

5/5 Day 1
5/6 Day 2
5/7 Day 3
5/8 Day 4
5/9 Day 1

5/12 Day 2
5/13 Day 3
5/14 Day 4
5/15 Day 1
5/16 Day 2

5/19 Day 3
5/20 Day 4
5/21 Day 1
5/22 Day 2
5/23 Day 3

5/26 Memorial Day
5/27 Day 4
5/28 Day 1
5/29 Day 2
5/30 Day 3

6/2 Day 4
6/3 Day 1
6/4 Day 2 - - 45

Primary and intermediate lunch and recess duty

11:40 until 12:40	Day 1	Day 2	Day 3	Day 4
Intermediate Recess	Brent and Karen	Chevy and Clint	Chevy and Lea	Dawn and Lea
Intermediate Lunch	Kerry and Amy L.	Dawn and Josh	Clint and Kathy	Josh and Kathy
Primary recess	Amanda and Jeri	Jeri and Bea	Nancy and Jen	Bea and Nancy
Primary Lunch	Katie and Lenora	Bonnie and Jen	Becky and Leonra	Amanda and Katie

Intermediate meetings

12:10 to 12:40

Primary meetings

After school if needed

Morning Lobby — Kerry

Bus — Bev and Katie

Intermediate will have lunch first and then recess.
Primary will have recess first and then lunch.

Intermediate staff can meet on day 1. Primary teachers will no longer be able to meet as a group during the noon hour. Whenever we have the possibility for 2 subs on duty inform the office a soon as possibble.

Virgil Grissom Intermediate Schedule 2002-03

	Chevy - 4A	Josh -4B	Kathy 5A	Clint - 5B	Lea - 6A	Dawn - 6B	Specials
8:15 - 9:05	self contain	self contain	Self contain	Math - 5B	Specials	Specials	6th grade
9:05 - 9:55			Specials	Specials	SS - 6A	Science -6B	5th grade
9:55 - 10:45	Specials	Specials		LA - 5B	LA - 6A	LA - 6B	4th grade
10:45 - 11:35				LA - 5B	LA - 6A	LA - 6B	3rd grade
11:35 - 11:40	travel time						
11:40 - 12:40	lunch/recess						
12:40 - 1:30				Math - 6A	SS - 6B	Science - 5B	prep
1:30 - 2:20				Math - 6B	SS - 5B	Science - 6A	kdg(1:20 to 2:10)
2:20 - 3:05				LA - 5B	LA - 6A	LA - 6B	1st/2nd(2:10 to 3:00)
3:10							Dismissal

The last period of the day is only 45 minutes. I have schedule LA for that block. This will make traveling class all 50 minutes.

Special Area Schedule
2002-03

Day 1 and 2	**PE**	**Music**
8:15 - 8:40	6A	6B
8:40 - 9:05	6B	6A
9:05 - 9:30	5A	5B
9:30 - 9:55	5B	5A
9:55 - 10:20	4A	4B
10-20 -10:45	4B	4A
10:45 - 11:10	3A	3B
11:10 - 11:35	3B	3A
12:40 - 1:20	Prep	Prep
1:20 - 1:45	KA	KB
1:45 - 2:10	KB	KA
2:10 - 2:35	1st	2nd
2:35 - 3:00	2nd	1st

Day 3	**Library**	**Art**
8:15 - 9:05	6A	6B
9:05 - 9:55	5A	5B
9:55 - 10:45	4A	4B
10:45 - 11:35	3A	3B
12:40 - 1:20	Prep	Prep
1:20 - 1:45	KA	KB
1:45 - 2:10	KB	KA
2:10 - 3:00	1st	2nd

Day 4	**Library**	**Art**
8:15 - 9:05	6B	6A
9:05 - 9:55	5B	5A
9:55 - 10:45	4B	4A
10:45 - 11:35	3B	3A
12:40 - 1:30	Prep	Prep
1:20 - 1:45	KB	KA
1:45 - 2:10	KA	KB
2:10 - 3:00	2nd	1st

TEACHER INFORMATION

Qualifications

Each candidate for a regular teaching position at Virgil Grissom School shall be required to have the following qualifications:

1. A bachelor's degree from an accredited college or university.
2. An Iowa teaching certificate properly endorsed for the grades or subject the candidate is to teach.
3. Specialized training for teaching the grades or subjects to which the candidate will be assigned.
4. Candidates shall be considered on the basis of their merits and effectiveness as teachers without regard to their residence, nationality, religion, or marital status.

Teacher's Certificate

Teachers must have a valid Iowa Teacher's Certificate registered in the superintendent's office.

Transcript

All teachers new to the system must furnish an official transcript of credits to the superintendent's office at the beginning of the school year. This will be kept in your file. Transcripts of additional credit should be filed in the Central Administration Office by September 7 of the contract year.

Educational Lane Change and Approved Program for Salary Advancement

Forms shall be completed by all employees regardless of advancement. Forms will be sent out in the spring and fall.

Pay Periods

Paychecks will be mailed on the 17th of the month.

Fringe Benefits

See the current Master Contract on fringe benefits--Article VII

Payroll Deductions

See the current Master Contract on deductions -- Article IV

Physical Examination

A physical examination is required upon employment in the North Scott School District and additional examinations are required every three years. See Master contract, Article XIV for reimbursement information.

VIRGIL GRISSOM ELEMENTARY
GENERAL INFORMATION AND DIRECTIVES FOR TEACHERS

Teacher Expectations:

- Teachers must consistently be at their assigned positions ready for business to be conducted at the appropriate time. The teacher must model promptness in order to help students develop it.
- When on duty, actively move about the playground, lunchroom, or hallways observing various activities.
- Turn reports and papers in on time. You may require your students to do the same.
- Teacher conduct will come under severe scrutiny should the parent of a student injured while under supervision decide to sue. Your best defense will be that you were conducting yourself in a professional manner.
- If your students like you they will learn more from you.
- Teachers MUST laugh with their students. Can you imagine spending your entire day with someone who never laughs?
- Beauty is only skin deep, but so is dirt. Teachers must love the student with the runny nose, unkempt hair and body odor as much as everyone else.
- Review the student handbook.

Responsible to the Principal

Teachers shall be directly responsible to the principal in the building where they teach. All requests and communications shall be made through the building principal. This applies to contacting the other buildings in the district for reading and/or testing materials, textbooks, etc.

Normal Working Hours

Normal working hours for elementary teachers will be from 7:45 a.m. to 3:45 p.m. on all school days, workshops days, inservice days, and conference days with the exception of Fridays and days preceding vacations unless otherwise notified. Variation from these hours may be arranged with permission of the building principal in accordance with the master contract. A notebook will be in the office for signing in/out for all staff members.

Fire and Tornado Routes

Teachers should familiarize themselves with fire and tornado routes. A map of routes should be posted in the classroom and should be visible. At least 4 fire drills shall be held during the school year. Fire exit doors are to be used for this purpose and other purposes by administrative approval only. Teachers shall be familiar with tornado drill procedures. As per the state fire inspector's report, keep a three feet clearance in front of all exits. This includes exit windows. There should be no desks, plants, or bookcases, etc. blocking any room exit.

New Pupils

All new pupils shall be reported to the office immediately. No child is officially enrolled in the school district until his enrollment report has been completed through the office.

Cumulative Folders

Cumulative folders shall be kept during the school year in the school office files. Teachers may check out cumulative folders for professional use at any time; however, they should be returned to the office at the close of the day. Care must be exercised to insure that the confidentiality of the files is maintained. All information in the cumulative folder is confidential. The principal, secretary, and office aide are "custodians" and will follow procedures when checking out folders.

The order the materials housed in the permanent record is:

1. Access Log Form
2. Enrollment sheet (may be housed in enrollment folder with secretary).
3. Picture Composite
4. Special Services - permission for special services and reports (may be housed with resource teacher)
5. Report Cards
6. Records from other districts

Duties

Teachers and aides in accordance with the schedule established by the building principal will share building duties. Teachers and aides are expected to be actively on duty during assigned duty periods.

Lesson Plan and Grade Books

Lesson plan and grade books shall be kept in the teacher's desk. Lesson plans shall always be prepared at least one day ahead. Substitute teachers will be expected to follow the regular classroom teacher's plans unless the absence is of extended duration. Lesson plans and grade books shall be kept current at all times. Careful planning is one of the more important aspects of a teacher's responsibilities. Plans should be mapped out for the entire school year for such activities such as field trips and resource speakers. Plans for each quarter should be determined as to what units will be taught. Detailed daily lesson plans need to be written. The principal may periodically review lesson plans and grade books.

Substitute Teachers

Substitute teachers' folders shall be kept in the school office. The substitute will fill out a "Substitute Report Form" filled out by the end of the day. An "Absence Report Form" filled out by the teacher for any absence (illness, curriculum meeting, etc.) will be returned to the office on the first day following the absence and will be kept on file.

All staff members who will require substitutes shall, whenever possible, notify the building principal the previous day or sooner, so arrangements can be made for a substitute. If, in case of illness, staff members need a substitute for that same day, he/she shall call the principal at home (285-4074) or leave a message on the school answering machine. You should also call Pam Engelbrecht at 285-3102 as early as possible. All subs are secured and assigned by Pam at Central Office. In no case shall staff members attempt to contract for their own substitute.

It is not considered appropriate for staff members to request specific substitutes, since assignment is based on the necessity for maintaining a balanced list of substitutes and upon the total needs of the school district.

Supplies

All purchases of supplies, equipment, and materials shall be made by official purchase orders and through proper channels. The district will no longer honor requests for reimbursements.

Professional Organizations

Your participation in professional organizations related to your field in encouraged.

Money

Money shall not be collected without official approval. Money shall never be left in the classroom overnight.

Discipline

Corporal punishment is not to be used. Teachers should thoroughly familiarize themselves with the policy of Student Punishment of the Policies and Procedures of the Board of Education.

The building principal is empowered by board policy to detain students after school hours as a disciplinary measure, provided notice is given to the parents by telephone, letter, or message through the student in advance.

Student discipline is considered one of the basic responsibilities of the teacher in charge of the classroom. Special subject teachers are responsible for student discipline during their class periods, just as the homeroom teachers. The building principal will assist with discipline problems. Keep in mind the following when sending students to the office:

1. Used for serious infractions or by prior arrangements.
2. Children sent to the office are to have a discipline card.
3. If the principal is not available, an appointment will be made with the prinicpal through the building secretary. The child will be sent back to class until the time of the appointment. For serious infractions where it is better to keep the child out of class for a period of time, this should be designated on the form.

Remember that all teachers are on duty everywhere, regardless of area or grade level that he/she is teaching. Expect and require respect and courtesy from all students, even those who you do not have direct contact.

Only in EXTREME instances, if ever, should an entire class be disciplined. Teachers need to use their professional judgment when tempted to discipline an entire class and excuse those not responsible for the problem. Well-behaved students must not be disciplined because the supervisor cannot determine which students have not behaved.

Promote a Positive Classroom Atmosphere

The teacher:

1. Speaks quietly; avoids arguments with pupils.
2. Develops with pupils an understanding of what behavior is expected.
3. Makes sure that everyone has work they can do, has the necessary materials, and is adequately challenged.
4. Has reasonable expectations; keep in mind how difficult it is to sit still for long periods of time or to keep from talking.
5. Listens to children; shows respect for what they have to say.
6. Avoids creating a class scapegoat; does not always assume the same child is guilty.
7. Keeps a neat, attractive room.
8. Avoids overreaction; keeps a proper perspective on events.
9. Is consistent and as fair as possible; shows no favoritism.

School Phone

The school phone is a business phone and shall be used for school business only. Each classroom has a phone that can receive calls from the office and make local outgoing calls. Please have your student call from your classroom if you think they need to contact home. Please keep calls to a minimum.

Mailboxes and E-mail

Teachers are responsible for checking their mailbox and E-mail at the beginning of the day and for messages put there throughout the day. Mailboxes are to be emptied on a daily basis.

Bulletins and Newsletters

The Media Center is a valuable method of promoting students, programs, yourselves, Grissom Elementary School and the North Scott School District. All news releases should be cleared with the building principal. Staff members are encouraged to make full use of all media.

School Nurse

Teachers are expected to give the school nurse the full cooperation in meeting the school health needs of the children in their class. It will be necessary to preempt classroom time periodically for health inspections, eye examinations, weighing and measuring heights, etc. Health records for each child will be kept and maintained by the school nurse. Drugs and medicines, including aspirin (non-aspirin for students), shall be kept in the nurse's office and administered to the child by the school nurse, secretary, or the parent. Once the nurse has assumed responsibility for the child, all decisions regarding that child are subordinate to the nurse. Please make certain the child is sent to the nurse's office for significant reasons.

Copyright Laws

Teachers shall be in total compliance with copyright laws. Familiarize yourself with the law. If you have any questions about copyright laws, please ask in the office.

Visual Presentations

Each and every event in the course of a school day should be planned. This is particularly true for visual presentations. Film should be previewed and should meet a specific objective in the school curriculum. This also applies to the use of TV and filmstrips. Teachers are to keep films and videotapes in their rooms and not on the carts. Please deliver films to the media center in a timely manner.

Faculty Meetings

Regular school faculty meetings will be held on Wednesdays at 3:15 in the Media Center. Items may be placed on the agenda by contacting the building principal.

Supervising Students

Teachers will be expected to supervise students to and from all special classes, lunchroom, recesses, and at dismissal times. All teachers are asked to be at their teaching stations whenever children arrive.

Current Events

The 2nd and 4th Friday of the month, "Current Events" newsletter will be sent home. Copies are also mailed to non-custodial parents (at the parent's request), North Scott Administration Office, Princeton Library, Scott Co. Library, and North Scott Press. This is an excellent opportunity for us to keep our parents informed of what's about to happen, plus the good things that have happened at school and in our community. Please make certain anything you want in print gets to the secretary by noon on Tuesday of the week the newsletter is to go out. Develop a system so that an absent student receives a copy upon return. Please hand deliver the newsletter to the students.

Homeroom Activities

Students will be entering the classroom at 8:00 a.m.; therefore, all staff members are to be at their teaching stations at that time. Homeroom activities will take place from 8:00-8:15 and will include taking roll call and lunch count, Pledge of Allegiance, and generally helping the students prepare for the school day. Students are considered tardy after 8:15 a.m.

General Supply Room

In the general supply room (located next to the office), you will find general supplies to supplement your classroom, forms for class trips, personal leave, professional leave, print shop order forms, etc. The secretary has a general supply list from central office. Please contact her if there is a need for materials. Materials should not be taken from this room without informing the office. ALL GENERAL SUPPLIES are charged directly back to our building.

Copy Machine

The duplicating equipment in the general supply room is to be used primarily by the secretary or clerical aide. Due to budget restraints, copies must be limited to 10. Larger orders should go to the Print Shop.

Child Abuse/Neglect

When teachers are aware of signs and symptoms, which may indicate child abuse or neglect, they are mandated by law to report their concern to the proper authorities.

Pledge of Allegiance

Each day shall start by having each class recite "The Pledge of Allegiance". I encourage you to have your class participate in other forms of patriotism also.

Curriculum

The North Scott School District has curriculum for each academic area. Any deviation from the scope and sequence from the basic curriculum needs prior approval from the building principal.

Activity

In order to help keep you informed, a "Week Of" memo will be sent to your by e-mail each Friday. This is to help keep you informed of activities occurring throughout that week. Please report any planned activities to the office on Friday of the week before you are going to be involved.

Accidents

The staff is responsible for emergency treatment of any injury. This resonsibility should be transferred to the school nurse or persons who are medically certified, i.e. CPR, or First Aid Training.

Animals/Pets

Animals or pets may visit if accompanied by an adult and only if the teacher has granted permission in advance.

Classroom Visits

Staff: An open door policy allows other professional personnel to visit any classroom except when testing is done. Teachers are encouraged to visit other classrooms during preparation periods. Courtesy would require that a visiting time be mutually agreed upon by both teachers.

Divorced and/or Guardian Parents

The custodial parent has responsibility for custody, care, control, and education of the children. If one parent has a court order that limits the rights of the other parent, a copy of the court order should be on file in the student's cumulative record folder. If a court order is not provided, equal rights will be provided to both parents. The same rights apply to guardians.

Due Process/Students

The essential rights involved in disciplinary procedures stem from the concept of due process. Under this process, students are entitled to:

1. Know that the rules are regulations are.
2. Be advised of misconduct that involves parent notification and have opportunity to explain themselves.
3. Appeal a disciplinary decision regarding their misconduct to a higher level.

In the administration of disciplinary procedures, the student will be made to feel that his/her value as a person is not questioned.

Teaching Assistance Team

Grissom School has formed a teaching assistance team consisting of the following teachers: Jim Pfaff, Jen Walcher, Clint Christopher, Josh Hetrick, Laurie Brasche, and Kathy Schultz. The purpose of the TAT team is to share strengths, weaknesses and determine a positive course of action when a student, students, or entire classroom needs help at a teacher's request to be successful in school. If you would like help with interventions for a student or group of students who may be struggling to succeed in the classroom or socially, please seek one of the committee members. We will try to put a plan together for you to implement in helping the student achieve progress and success in school.

Personal, Professional and Bereavement Leaves

Personal, professional and bereavement leave forms are available in the office area. It is the responsibility of the staff member to fill out the form, obtain necessary signatures and forward them to Pam Englenbrecht at Central Office.

Cognitive Abilities Testing

During the fall of the year, the Cognitive Abilities Test is given to third grade and sixth grade students. Sixth grade students are given the CAT testing in the spring.

The Cognitive Abilities Test provides a set of measures of the individual's ability to use and manipulate abstract and symbolic relationships. There are three batteries to test: Verbal (best predictor of educational progress), Quantitative (Mathematics), and Nonverbal ("fluid intelligence").

As in the case of the Iowa Test of Basic Skills, the students should be encouraged to be well rested and to do their very best. The results of the testing will be available approximately thirty (30) days after the date given.

Chapter I/Remedial

The Chapter I/Remedial Program provides remedial assistance to Virgil Grissom students in the areas of math and reading. Students are served in order of greatest need using standardized testing and teacher recommendations as criteria. As teachers identify students who might benefit from Chapter I/Remedial assistance, they are encouraged to communicate this information.

Resource Room

The Resource Room is provided to lend support to students with learning, mental, or behavioral disabilities. The student's needs are met by modifying regular classroom materials, modification of teacher's requirements, or with the incorporation of a different program.

TAG, AEA, Counseling, and other Programs

Many professionals serve students at Virgil Grissom School. Efficient and effective delivery of these needed services requires that these professionals have access to students either in classroom activities or as pull our programs. All staff is expected to cooperate fully with these personnel.

Care and Use of School Equipment and Property

Exercise respect and care in the use of school equipment, materials, and property. Teach students the appropriate use of all school materials and set a good example. Inspect desks, chairs, and tables periodically for unnecessary marks. Keep storage space neat and orderly at all times. Take the time to return ALL paper and supplies to their proper place.

Staff: Persons other than the school staff will not use school property and materials unless authorized by the principal.

Students: School activities shall be given preferences over all other scheduled activities. The school building is closed to all activities outside school hours unless the event is on the calendar and is supervised by an authorized adult. No school equipment is to be issued to students outside school hours.

Community: The building may be used by individuals and groups who have been authorized by the principal, and/or superintendent after the proper paperwork has been turned into the office. A calendar of building activities is maintained in the school office and must be checked before any activity is scheduled. North Scott School Board Policy is followed regarding use of the building.

Do's and Don'ts of Assisting in Building Maintenance

1. Do not use tape of any kind on blackboard surfaces.
2. If paint or glue is spilled on carpeting, clean immediately with water.
3. Do not let glue dry on desks, sinks or counter areas.
4. Assist in daily maintenance by doing the following
   - Please pick paper and other items off the floor.
   - Students should keep coat racks neat and picked up at all times.
   - Turn out lights when leaving an area.
   - Close and lock all windows and doors.
5. Due to limited storage in the building, staff should continually evaluate materials as to their usefulness. Unused items should be given to another staff member for use or thrown away.
6. Students should use a wastebasket if they are suddenly ill rather than not making it to the restroom or nurse's office.

Lunch Sign-up and Attendance

Hot lunch count and attendance are the responsibility of the homeroom teacher. Both tasks must be completed by 8:45 a.m. Count sheets are available in the office. Please record all student absences and tardiness.

Prep Time

All teachers will receive 50 minutes of preparation time within the instructional day.

Parent Volunteer Program

Parent volunteers assist in and around our school in many ways. The Writing Center, computer lab, and other special projects rely heavily on their talents. Volunteers also have proven valuable working directly with students in the classroom. The school district safety committee will ask that all volunteers complete a form and that the district may do background checks on volunteers.

Room Mothers and Fathers

Parents have the opportunity to sign up for the position of "Room Parent" at registration time. The major duties of room parents are:

1. To assist with the planning of classroom parties.
2. To assist with supervision of field trips.

School Parties

Generally, parties are planned by the room parents for Halloween, Christmas, and Valentine's Day. Parties on any other occasions are discouraged with the exception of occasional birthday treats.

Birthday Treats

Students are allowed to bring treats to celebrate their birthday, however, they must be something that is individually wrapped from the store. Homemade treats are not allowed. The building has adopted this policy following an outbreak of Hepatitis B.

Mid-quarter Reports

Midway through each grading period, teachers are encouraged to communicate deviations in school achievement by sending home mid-quarter reports. Approximately 10% of students receive reports of their achievement with mid-quarter. These reports are available in the lounge or you may choose to originate your own report on the computer.

Media Center

The Grissom Media Center will be under the direction of the media specialist and library aide. Students from each grade level will be scheduled to use the media center within the four-day cycle. As teachers are planning units of study, keep the media specialist informed so she can assist in the assembling of materials.

Special Subjects

All students will receive instruction from special area teachers. Art, Music, and Physical Education have been scheduled for these students totaling 50 minutes periods.

Professional Library

A professional library is available through AEA 9. Materials may be secured with the assistance of the media specialist. A Virgil Grissom professional library is located in the faculty lounge.

AEA 9 Check Out

Films, books, tapes, etc. may be checked out from AEA 9. Catalogs, which list descriptions of materials, are located in the faculty lounge and the media center.

Film and TV Use

Film projectors and televisions are available for use. You may reserve them in advance. A sign-up clipboard is located in the faculty lounge. It is important that students do not transport video equipment.

Print Shop

When duplicating needs exceed 10 copies of any one item, please forward the request to the district print shop. Request forms are located in the office supply room and should be forwarded in a print shop evelope via inter-school mail.

Policy on Purchases

Requisitions are to be approved by the principal and sent to Central Office for final approval and purchase. Nothing should be charged to the school or purchased by a teacher prior to obtaining a requisition or permission from the building principal. No teacher is authorized to collect funds from students to buy any item or to sell any items to students without prior administrative approval.

Iowa Test of Basic Skills

The Iowa Basic Skills tests are scheduled to be given to students in grades 3-6. Grades K, 1 and 2 will not be given the test. The tests are administered in the fall, usually in the early part of November.

The tests will tell the student, parents, and teachers several things. How much the student knows about what's covered in the test, whether the student is doing better in some areas than in others, and whether the student is improving from year to year.

These tests are an important tool, not only in identifying individual student's strengths and weaknesses, but also in helping us to improve school programs and curriculum. For this reason it is important to stress the seriousness of the test to the students so they will do their very best. Please do everything you can to motivate the students to do their best during testing.

The results of the testing should be available to share with students and parents during the conference in February.

Fire Drill Procedure

State fire regulations specify we have four drills per school year (two between July 1 and December 31; two between January 1 and June 30).

General Information and Instructions:

1. Exit time should be approximately 60 seconds.
2. All windows must be closed; all lights must be turned off. Whenever possible, all appliances should be unplugged.
3. Close the door to each room after it is vacated and any other door you see open.
4. Each teacher will be responsible for the fire extinguisher in or near his/her classroom.
5. The teacher for each class should be the last person to leave the room.
6. Pupils should exit from the building with dispatch, but in an orderly manner. (When the drill is over, the teachers will be notified and the students will re-enter the building in an orderly manner).
7. After pupils have assembled in the designated spot, the teacher must take roll.
8. Everyone should stand at least the distance of the height of the building away and remain there quietly until the all-clear signal is given.
9. If your usual exit is blocked during the drill, use the next best available one.
10. Fire Drill Alarm: STEADY **SOUND OF FIRE ALARM BUZZER.**

Tornado Safety Rules

1. The state regulations specify four tornado drills per school year (two between July 1 and December 31; two between January 1 and June 30).
2. The National Weather Service issues a Tornado Watch when the possibility of a tornado exits, and a Tornado Warning when a tornado has been spotted or indicated on radar. Remember also, there may not be a time for a tornado warning before one strikes. Tornadoes form suddenly. Teachers and students should know the difference between a watch and a warning.
3. During a tornado watch, the office will monitor commercial radio for tornado warnings.
4. During inclement weather or tornado watches, staff members should keep an eye on the sky for dark, rolling clouds, hail, driving rain, or a sudden increase in wind, in addition to the telltale funnel. Precipitation or darkness often obscures tornadoes. Other public agencies report tornado sightings.
5. The National Weather Bureau recommends all students and staff be a their designated safe areas within four or five minutes after the alarm goes off. The State Department of Public Instruction recommends two minutes (3 minutes at most).

6. Most tornado deaths are caused by head injuries. When children are assembled in interior hallways during a tornado drill or warning, they should be instructed to respond to a specific command to assume protective postures, facing interior walls, when the danger is imminent. A command such as "Everybody, down!", "Crouch on elbows and knees!", "Hands over the back of head!" may be used. It is essential that this command be instantly understood and obeyed.
7. If a school bus is caught in the open when a tornado is approaching, the child should be escorted to a nearby ravine or ditch and made to lie face down, hands over head. They should be far enough away so the bus cannot topple on them. School bus drivers should be regularly drilled on tornado procedures.
8. For students on the playground, word will be sent out to come in by the principal or persons authorized by him to do this. When you have a group on the playground, feel free to b ring the students in anytime you feel the weather is threatening.
9. Do not take time to open or close windows or doors. The main goal is to get to the safe area.
10. All teachers should take class rosters or grade books to their tornado safe areas in order to account for students. Provisions should be made in advance for assisting handicapped students
11. Tornado Drill Alarm: this will be announced by intercom or in the case of a power failure, someone will come around to your rooms and notify you of the warning and to seek shelter.

Tornado Procedures

Larry Hartman, representative for the Scott Co. Civil Defense, reviewed our existing tornado drill procedures for Grissom School. Mr. Hartman stressed early detection and warning as our best protection against the dangers of such a storm. Relying totally on radio warnings will prove to be too time costly, so a designated spotter was recommended to keep a watchful eye of ominous skies. In the event of a tornado spotting, children should be escorted to a center core area of the building. There should be adequate structural support and an absence or minimal amount of glass in this location. Children outside to play in PE should be escorted back inside the building if at all possible.

It was concluded that the most dangerous locations in the building are the gymnasium and the east/west hallways. These areas should be vacated.

Designated Safe Areas

Based on information we have provided, the list below outlines the areas designated as safe areas to be during a tornado warning.

Kdg. / Billups--Stay in classroom and face the south wall in a crouched position.

Kdg. / Koester -- Stay in classroom and face the south wall in a crouched position.

Chapter I / Walcher -- Primary, Cross hall to Mrs. Koester's room and face the south wall in a crouched position.

Miller - Cross the hall to Mrs. Buckley's room and face the south wall in a crouched position.

Buckley -- Stay in classroom and face the south wall in a crouched position.

Luedke -- Stay in classroom and face the south wall in a crouched position.

3rd Grade / Walcher -- Cross the hall to Ms. Luedke's room and face the south wall in a crouched position.

Kurth -- Cross the hall and go into the supply room. Assume a crouched position.

P.E./Buttjer -- Walk to the supply room next to the gymnasium and face south wall in a crouched position.

Brasche -- Walk across the hall to the storeroom adjacent to the gymnasium and face the south wall in a crouched position.

Music/Schurr-- Walk to storeroom across the hall next to gymnasium, face the south wall in a crouched position.

Media Center / Lamfers and Mausser -- Walk to Library Office, face the south wall in a crouched position.

Computer Lab -- Walk to intermediate boys' restroom and face the north and east walls in a crouched position.

Christopher -- Walk to intermediate boys' restroom and face the north and east walls in a crouched position.

Stevens -- Walk to intermediate girls' restroom and face the north and east walls in a crouched position.

Abel -- Walk to speech room and face the walls in a crouched position.

Rheingans -- Walk to Mr. Hetrick's room and face the walls in a crouched position.

Rains -- Walk to Mr. Hetrick's room and face the walls in a crouched position.

Conference Room -- Walk to Mr. Hetrick's room and face the walls in a crouched position.

Art -- Walk to Mr. Hetrick's room and face the walls in a crouched position.

Mr. Hetrick -- Stay in classroom and face walls in a crouched position.

Speech -- Stay in room and face the walls in a crouched position.

Student Conduct - Board Policy 503.1

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses, and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, conferencing, removal from the classroom, detention, suspension, probation, and expulsion as per board policy.

Discipline and Board Policy

Board policy addresses behavior of students at school. Below is a brief summary of portions of that policy and how it applies. This information does not replace board policy. For a complete understanding, please read the official policy. Each policy brief listed has the appropriate policy number listed so that you can easily find it.

Student Appearance - Board Policy 502.1

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Hats may not be worn in the building.

Care of School Property/Vandalism

Vandalism - Board Policy 502.2

Students are expected to treat school property with care and respect Students found to have deliberately damaged or destroyed school property wil be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

Use of Bicycles

Bicycles - Board Policy 502.3

Riding a bicycle to and from school is a privilege, not a right. Students who fail to follow the rules set by the administration will have the privilege of bike riding removed, and may also be subject to additional discipline.

Locker/Storage Space

Lockers - Board Policy 502.7

Each student will be assigned a storage space. These storage spaces are for the use of the student during the school year, but remain at all times, the property of the school district. Students are expected to use their own storage space and keep it neat. School administrators and/or designated representatives possess the authority to conduct a reasonable search of student storage spaces peridically.

Dangerous Weapons

Dangerous Weapons - Board Policy 502.8

Weapons or dangers objects do not belong at school. If a student possesses a dangerous object it will be taken away from him or her and the parents will be notified. Law enforcement officials may also be notified. Disciplinary action may include suspension (removal from school for 10 days or less) or expulsion (10 days or more - board action required). Students bringing a firearm to school shall be reported to law enforcement officials and will be expelled for a period not less than twelve months. "Look alike" weapons are not permitted without expressed permission and shall be subject to disciplinary action which may include suspension or expulsion.

Tobacco-Alcohol-Drugs

Smoking-Drinking-Drugs - - Board Policy 502.9

The use or possession of tobacco, and the use of or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students, regardless of age, on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

Harassment

Student to Student Harassment - Board Policy 502.12

Student to student harassment is complex because it deals with how one students makes another student feel by comments or actions they engage in. One action may not offend one individual, but may offend another. Harassment will not be tolerated in the North Scott Community School District. Board Policy is very specific in regard to this issue. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Further definition is found in school board policy 502.12 and 502.12R1

In case of harassment, a conference will take place between the student and the adult in charge. Disciplinary action may follow. Any additional harassment verification will result in a disciplinary action.

Harassment complaint forms are available for anyone wishing to file a concern. An investigation procedure is outlined in board policy. A complain form need not be filed for discipline action to occur.

Board Policy 503.1 through 503.5

Definition of certain behaviors, consequences, and some procedures are found in Board Policy number 503.1 - 503.5. Specific information in regard to definition of suspension, expulsion and corporal punishment, etc. may be found here.

The above information does not replace board policy. We hope it gives you a flavor about expectations of student behavior. If you would like to see board policy, each building has three copies. Policy books are also found in many local libraries.

Name:_____ Date:_____

Homeroom_____ Reported by_____

1. This is what happened.

2. This is what should have happened.

3. If this happens again, I know the consequences will be…

Comments (Staff or parent):

Parent Signature_____

Please return this form to school immediately.

Discipline Procedures

Step 1-Teachers and staff should handle most discipline problems.

- Use Peace Builders concepts.
- Utilize Laurie Brasche.
- Utilize Jim Pfaff in an advisory role.
- Send child to other teachers' rooms. This is a suggestion. The office should not be used as a time out placement. There will be exceptions with our special education students.

Step 2-Sending a child to the office. This will be used for an extreme problem or a child who frequently behaves poorly or is extremely disruptive. At this time the following will take place:

- A staff member should get the information to Jim about the issue.
- Child meets with Jim.
- The teacher will contact parents explaining the problem.
- The child may miss a certain number of recesses, lunch with peers, and special activities.

If the above measures fail, the following can take place:

- The student will carry a behavior card from class to class and teacher's Will record behavior on the card and reported to parents or guardians.

- A parent, teacher, student, principal conference may be scheduled.
- One half to three days' in-school or out- of- school suspension may result. The student will be responsible for making up homework.
- Four to ten days of in-school or out-of-school suspension and parent conference prior to re-admittance.
- Recommend to the school board that the student be expelled.

TAT team referral should be considered for children with continuing behavior problems.